

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER  
TWO OF THE BEAVERTON CITY CODE  
RELATING TO THE DIVERSITY  
ADVISORY BOARD**

**Whereas**, the City of Beaverton is one of Oregon's most diverse cities with approximately one in four residents born outside the United States; and

**Whereas**, strengthening community connections among diverse groups, establishing cultural activity centers, and expanding multi-cultural projects and programs are all called for in the Beaverton Community Vision Action Plan adopted by the City Council in 2010; and

**Whereas**, over the years, volunteer Diversity Task Force members have donated countless hours to make thoughtful recommendations to the City Council about how best to move forward with ethnic community engagement and strongly recommended the formation of a permanent advisory board to the City; and

**Whereas**, the Diversity Advisory Board will be formally recognized as a board of the City following passage of Ordinance No. \_\_\_\_\_; and

**Whereas**, the Council seeks to establish the bylaws of the Diversity Advisory Board; now therefore,

**THE CITY OF BEAVERTON ORDAINS AS FOLLOWS:**

Chapter Two of the Beaverton City Code is amended by adding the following:

2.03.500      Diversity Advisory Board Established.  
The Diversity Advisory Board is hereby established.

2.03.505      Powers and Duties.  
The Board shall act in an advisory capacity to the Council and its duties shall include advising the City on diversity and equity strategies that strengthen connections among diverse community groups and with city government.

2.03.510      Membership.  
The Board shall consist of 13 members. The Mayor shall appoint and the Council shall confirm Board members. A Board vacancy shall be filled for the unexpired portion of the member's term as soon as practical through a process substantially similar to the process used for the original appointments.

2.03.515      Term of Office.  
Members shall serve for a three-year term, starting on January 1 and ending on December 31, with the exception of the first appointments that shall be staggered. A person may serve on the Board for an unlimited number of terms.

Seven members of the Board must be present to constitute a quorum to transact any business that requires a vote. The concurrence of a majority of the Board members present and voting is necessary to determine any question before the Board.

2.03.520      Staff Liaison.

The Mayor shall assign a City employee as a staff liaison to the Board. The staff liaison shall ensure Board notices, agendas and minutes of all Board meetings are prepared, published and maintained as part of the City's records. The staff liaison is not a member or an officer of the Board.

First reading this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Second reading and passage by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

APPROVED:

\_\_\_\_\_  
CATHERINE JANSEN, City Recorder

\_\_\_\_\_  
DENNY DOYLE, Mayor

## **BYLAWS OF THE DIVERSITY ADVISORY BOARD (DAB)**

### **ARTICLE I: NAME**

The name of this committee shall be the Diversity Advisory Board, hereafter referred to as the DAB.

### **ARTICLE II: PURPOSE**

The purpose of the DAB is to advise and assist the City with the generation and implementation of outreach strategies to encourage and foster the participation of Beaverton's diverse ethnic community members with City government.

### **ARTICLE III: ROLE**

The role of the DAB shall consist of, but not be limited to, the following:

**Section 1.** To advise the Mayor and City Council on outreach strategies to engage Beaverton's various ethnic communities.

**Section 2.** To work with residents, staff, and elected officials, to develop a diversity and equity inclusion plan that embraces the City's goal to build a welcoming and friendly community that strengthens connections among diverse community groups with each other and with City government. The plan should include suggested strategies and actions to achieve stated goals. The plan must be adopted by the City Council prior to implementation.

**Section 3.** To promote the City's efforts to be inclusive of ethnic communities and sponsor opportunities for residents to become more involved on City volunteer committees, boards, commissions, and neighborhood associations, as well as seek employment within the city.

**Section 4.** To promote the DAB to the public and help implement the strategies in the inclusion plan for public outreach. To assist in informational opportunities, presentations, open houses, and other public initiatives providing information about the DAB to the public.

**Section 5.** To make recommendations to the City Council for widespread and ongoing diverse public involvement and to assist the City Council by advising on methods by which Beaverton residents can better participate in the decision making process.

**Section 6.** To advise the City on public information and materials to ensure they are culturally competent and presented in understandable formats.

**Section 7.** To perform other related duties as directed by the Mayor or the City Council.

### **ARTICLE IV: MEMBERSHIP**

**Section 1.** The DAB shall have 13 members. To be eligible to be appointed, members shall reside, own property, own a business, or work within the city limits of Beaverton. As much as possible, the members

of the DAB shall be varied in experience and representative of the city as a whole. A diversity of membership is desired among ethnic minorities, seniors, youth, neighborhood and civic leaders, emerging community leaders, business representatives, and members of the community at-large.

**Section 2.** Members shall be appointed for a three-year term by the Mayor and confirmed by the City Council. Members shall be selected after an open, well publicized, interview process. The City's staff liaison to the DAB is responsible for overseeing the interview process for new applicants and for providing the Mayor a list of suggested appointments.

**Section 3.** There shall be no limit on the number of terms a member of the DAB may serve.

**Section 4.** The first appointments to the DAB shall be staggered. Five members shall be appointed for a three-year term, four members for a two-year term, and four members for a one-year term. The purpose of this is to give positions varying renewal years so the terms for the DAB's membership do not expire at the same time. After the initial founding appointment, all future appointments shall be for a three-year term.

**Section 5.** Regular meeting attendance is a requirement for all Board members. Any member, who accrues three or more unexcused absences in a calendar year, or a combination of excused or unexcused absences for 50 percent or more of regular meetings in a calendar year, may be removed by the Mayor subject to the confirmation of the Council.

**Section 6.** Alternate members may be appointed by the Mayor and confirmed by the City Council for a one-year term, which may be renewed. Alternate members are encouraged to attend DAB meetings to become familiar with DAB processes in preparation for potential future appointments to the DAB. Alternate members may not vote on matters before the DAB.

## **ARTICLE V: OFFICERS**

**Section 1.** The officers of the DAB shall be: Chair, Vice-Chair, and Secretary.

**Section 2.** The Chair shall preside at all regular meetings, call special meetings as deemed necessary, and be responsible for preparing the agenda for meetings with the assistance of the City staff liaison. The Chair shall represent the DAB to the public and may give presentations and provide testimony.

**Section 3.** The Vice-Chair shall fulfill the role of Chair in his/her absence.

**Section 4.** The Secretary shall record the minutes of each regular meeting and prepare written minutes to be given to the DAB City staff liaison at least two weeks prior to the next regularly scheduled DAB meeting. The DAB shall maintain minutes per Oregon public records law.

**Section 5.** Election of Officers.

- A. Election Process. At the first meeting of a new calendar year, the DAB will elect officers. Nominations shall come from the DAB members. The officers shall be elected in order of chair, vice-chair, and then secretary. In the event of a tie vote, one revote shall take place

among the tied vote receivers. In the event of a second tie, the office shall be decided by a flip of a coin. The election process shall be administered at the meeting by the City staff liaison.

- B. Term. All officers are elected to serve a term that ends on the last day of that calendar year.
- C. Vacancy. If an officer position becomes vacant during the year, the DAB shall hold vote on a replacement at the next regularly scheduled meeting. The newly elected officer shall complete the term of the existing vacancy.

#### **ARTICLE VI: STAFF LIAISON**

**Section 1.** The Mayor shall assign a City employee as a staff liaison to the Board. The staff liaison shall ensure Board notices, agendas and minutes of all Board meetings are prepared, published and maintained as part of the City's records.

**Section 2.** The staff liaison is not a member or an officer of the Board.

#### **ARTICLE VII: MEETINGS**

**Section 1.** The regular meeting of the DAB shall be held monthly at a time and place determined and coordinated by the City staff liaison. Each meeting of the DAB shall be conducted as a public meeting as defined by the Oregon Public Meetings Law.

**Section 2.** Special meetings may be held as needed. If necessary, a subcommittee of the DAB may be formed by a motion and simple majority vote of the full DAB. Such a motion may include a description of the purpose, scope, number of members, and duration of the subcommittee.

**Section 3.** Any action by the DAB that is advisory to the City Council shall be taken only at a public meeting as defined by Oregon Public Meetings Law.

**Section 4.** Seven members of the Board must be present to constitute a quorum to transact any business that requires a vote. The concurrence of a majority of the Board members present and voting is necessary to determine any question before the Board.

**Section 5.** Proxy votes shall not be used in any vote.

#### **ARTICLE VIII: BYLAWS AMENDMENTS**

**Section 1.** These bylaws may be amended by a majority vote of DAB members at any duly noticed meeting of the DAB, provided the meeting agenda specifically includes mention of the proposed amendment of the DAB bylaws.

**Section 2.** An amendment of these bylaws shall not take effect until approved by the City Attorney for conformance to applicable law and ratified by resolution of the City Council.